

# Year 2 HUD Agency Plan

**JULY 24, 2001**

## Salem Housing Authority PHA Plans

5 Year Plan for Fiscal Years 2001 – 2005  
Annual Plan for Fiscal Year 2001

***Electronic File: MA055v02***

**FINAL SUBMISSION TO HUD**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** Salem Housing Authority

**PHA Number:** MA055

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2001

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

*The Salem Housing Authority (SHA) is committed to providing a full-range of safe, secure, suitable, and appropriate affordable housing opportunities to extremely-low, very-low, and low income family, elderly, and disabled households in a fair manner. The SHA is committed to assisting all residents who are moving from welfare-to-work with affordable housing opportunities that do not act as disincentives to economic advancement. The SHA is committed to policies that support deconcentrating poverty and attempting to provide and support wider access to affordable housing opportunities throughout the entire community. The SHA is committed to fair and non-discriminatory practices throughout all of its housing programs and activities.*

## B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

### HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
  - ☒ Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - ☐ Leverage private or other public funds to create additional housing opportunities:
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
  - ☒ Improve public housing management\*  
*\* SHA is a HUD High Performer with a PHAS score of 95.4*
  - ☐ Improve voucher management: (SEMAP score)
  - ☒ Increase customer satisfaction:
  - ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - ☒ Renovate or modernize public housing units: *Utilizing the Capital Fund Program*
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
  - ☒ Provide voucher mobility counseling:
  - ☒ Conduct outreach efforts to potential voucher landlords
  - ☒ Increase voucher payment standards—*to a maximum of 110%*
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☒ Other: (list below)  
*Adopt HUD income targeting requirements; Implement flat rents.*

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families:
  - ☒ Provide or attract supportive services to improve assistance recipients' employability:
  - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

- ☐ **Standard Plan**
- ☒ **Streamlined Plan:**
- ☒ **High Performing PHA\***  
*\* SHA is a HUD High Performer with a PHAS score of 95.4*
- ☐ **Small Agency (<250 Public Housing Units)**
- ☐ **Administering Section 8 Only**
- ☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

*The Salem Housing Authority is committed to providing housing to those in financial need while, at the same time, functioning as an effective and positive member of the larger community. The Salem Housing Authority seeks to accomplish these goals by:*

- 1. Ensuring high quality management of the Housing Authority;*
- 2. Maintaining and improving the SHA's housing resources;*
- 3. Coordinating the Housing Authority's public safety efforts with the larger community;*
- 4. Developing strategies and policies to deconcentrate poverty within the City of Salem;*
- 5. Providing greater opportunity for the working poor, elderly and disabled to access affordable housing;*
- 6. Supporting and promoting the financial independence of residents through rent policies, welfare-to-work initiatives and home ownership opportunities*

*Throughout the next year, the Salem Housing Authority, through its planning process, will reassess all of its policies and procedures in order to support and implement these initiatives.*

*Over the five year period, the Salem Housing Authority will seek to implement policies and procedures in support of each of the specified objectives.*

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- ☐ Admissions Policy for Deconcentration (*Not Applicable*)
- ☒ FY 2001 Capital Fund Program Annual Statement  
*Attached as Electronic File "MA055b01"*
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) \*  
*\* The Salem Housing Authority is not troubled nor at risk of being designated troubled.*

### Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan  
*Attached as Electronic File "MA055b01"*
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)  
*Will be addressed after Public Hearing.*
- ☐ Other (List below, providing each attachment name)

## Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Ó	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Ó	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans



Ó	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
Ó	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
Ó	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Ó	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]—New ACOP done in Year 1.	Annual Plan: Eligibility, Selection, and Admissions Policies
Ó	Section 8 Administrative Plan—New Section 8 Admin Plan done in Year 1.	Annual Plan: Eligibility, Selection, and Admissions Policies
Not Applicable	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Ó	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Ó	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Ó	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Ó	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

Ó	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Ó	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
Not Applicable	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
Ó	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
Not applicable	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
Not applicable	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
Not applicable	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
Not applicable	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
Not applicable	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Not applicable	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Not applicable	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Ó	<a href="#">Any cooperative agreement between the PHA and the TANF agency--MOA</a>	<a href="#">Annual Plan: Community Service &amp; Self-Sufficiency</a>
Ó	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Ó	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports <i>Family Investment Center (FIC) Grant</i>	Annual Plan: Community Service & Self-Sufficiency
Not applicable	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Ó	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
Not applicable	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
Not applicable	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs\***

[24 CFR Part 903.7 9 (a)]

**A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2,089	5	5	5	5	5	3
Income >30% but <=50% of AMI	1,428	4	5	3	4	4	3
Income >50% but <80% of AMI	2,198	3	4	3	3	4	2
Elderly	2,002	2	2	3	3	2	2
Families with Disabilities		5	5	5	5	5	4
Black	225						
American Indian	48						
Asian	120						
Other	254						

**\* The Housing Needs above were compiled from information in the Year 2000 and will be updated to reflect any changes when the new census data is available in Year 2002.**

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s: **Salem**  
Indicate year: **2000/2001/2002**
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy  
**"CHAS" dataset 1990**
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☒ Other sources: (list and indicate year of information)  
**MISER--1990**

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing— <i>Elderly/Disabled Waiting List only (as of May 2001)</i>		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	54	100%	
Extremely low income <=30% AMI	45	83%	
Very low income (>30% but <=50% AMI)	9	17%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	0	0%	
Elderly families	54	100%	
Families with Disabilities	0	0%	
White	49	91%	
Black	3	6%	
Hispanic	2	3%	
Asian	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	54	100%	
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing— <i>Family Public Housing and Section 8 Waiting List*</i>		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	644		
Extremely low income <=30% AMI	613	95%	
Very low income (>30% but <=50% AMI)	30	5%	
Low income (>50% but <80% AMI)	1	Less than 1%	
Families with children	407	63%	
Elderly families	237	37%	
Families with Disabilities	163	Subgroup of prior two groups	
White	343	53%	
Black	91	14%	
American Indian	7	1%	
Hispanic	191	30%	
Asian	9	1%	
Other	3	Less than 1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	237	37%	
2 BR	229	36%	
3 BR	150	23%	
4 BR	26	4%	
5 BR	2	Less than 1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1995			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**\* The information above is from the Year 2000 Plan and is in the process of being updated in August 2001 to reflect separate waiting lists for families and Section 8.**

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

#### **Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

#### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available (*vouchers*)
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)



## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
<b>a) Public Housing Operating Fund</b>	<b>\$126,611 estimated</b>	
b) FY 2001 Public Housing Capital Fund	\$57,813	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Estimated FY 2001 Annual Contributions for Section 8 Tenant-Based Assistance (3 ACCs)	\$3,016,531	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		N/A
i) HOME		N/A
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		N/A
<b>3. Public Housing Dwelling Rental Income</b>	<b>\$104,015 estimated</b>	<b>Operations</b>
<b>4. Other income (list below)</b>		
<b>Family Investment Center</b>	<b>\$214,950 estimated</b>	<b>Tenant Services</b>
<b>5. Non-federal sources (list below)</b>		
<b>TOTAL RESOURCES</b>	<b>\$3,519,920 estimated</b>	<b>SEE ABOVE</b>

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) (*within five*)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☒ Other (describe)---*References*

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (*CORI*)

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below)

*By mail*

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

*Not Applicable*

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### 1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 2 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☒ Residents who live and/or work in the jurisdiction—**2 Points**
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease (***New Lease***)
- ☒ The PHA’s Admissions and (Continued) Occupancy policy (***New ACOP***)
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition?  
(select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No\*: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

*SHA exempt from Deconcentration Requirements since it operates only one family general occupancy development. However, HUD Income Targeting standards have been adopted.*

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

***Flat Rents***

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☒ Other (list below)

***Flat Rents***

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☒ List (any applicable) developments below:

***MA55-7***

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
  - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
  - ☐ More general screening than criminal and drug-related activity (list factors below)
  - ☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes? (**CORI**)
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
  - ☒ Other (describe below)

***That the Section 8 Voucher applicant has been found eligible***

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
  - ☐ Federal public housing
  - ☐ Federal moderate rehabilitation
  - ☐ Federal project-based certificate program
  - ☐ Other federal or local program (list below)



- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☒ Other (list below)

***By Mail***

**(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

***60 days initially and then up to 120 days and even 180 days if required***

If yes, state circumstances below:

***Medical/Market Conditions***

**(4) Admissions Preferences**

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☒ Victims of domestic violence  
☒ Substandard housing  
☒ Homelessness  
☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1      Date and Time

Former Federal preferences

- 2      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2      Victims of domestic violence
- 2      Substandard housing
- 2      Homelessness
- 2      High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction—**2 points**
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan  
☐ Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices  
☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

***Flat rents or 30% of adjusted gross income***

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income? ***Or flat rent***

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other (describe below)

***For qualified residents, the SHA will adopt the HUD mandatory income disregards of 100% the first year and 50% the second year.***

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) 10%
- ☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

**The SHA's Flat rents are as follows:**

*one bedroom--\$600*  
*two bedrooms--\$800*  
*three bedrooms--\$900*  
*four bedrooms--\$1,000.*

***These flat rents were adopted in Year 1 and will continue unchanged for Year 2.***

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing *(12/00)*
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR *(110% Payment Standard)\**  
*\* SHA currently has a 94% Utilization Rate.*
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☒ Rent burdens of assisted families  
☐ Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)



## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

*The Salem Housing Authority is a high performing PHA and is not required to complete the Component 5 section.*

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

*The Salem Housing Authority is a high performing PHA and is not required to complete the Component 6 section.*

### A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment *Electronic File "MA055b01"*

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment *Electronic File "MA055b01"*

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

*The Salem Housing Authority has no plans to apply for HOPE VI, Public Housing Development and Replacement Activities at this time.*

- ☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

- ☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
- If yes, list developments or activities below:

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
- If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

*The Salem Housing Authority has no plans for Demolition and Disposition at this time.*

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

*The Salem Housing Authority has no plans for Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities at this time.*

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### **2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**



## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

#### b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

*The Salem Housing Authority is a high performing PHA and is not required to complete the Component 12 section. However, the Salem Housing Authority (SHA) currently administers a Family Investment Center (FIC) Program and an active Family Self-Sufficiency Program. The SHA is committed to the further development of approaches, programs and services that will enhance safety and personal security, and support and encourage economic development and financial independence among all of its residents. The SHA seeks to achieve these objectives through close coordination with community agencies and through grant funding efforts. To the extent that SHA residents are required to perform Community Service under HUD regulations, the Salem Housing Authority has designed and will manage community service assignments that can be performed with dignity and that will support child education and development, economic opportunities and public safety in and around the SHA's developments.*

*The SHA's Community Service Policy is provided as Electronic Attachment MA055b02.*

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### **1. Cooperative agreements:**

- ☐ Yes ☒ No\*: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?  
If yes, what was the date that agreement was signed? DD/MM/YY

*\* The SHA has proposed a Memorandum of Agreement (MOA) with the local TANF Agency that is provided as Attachment 7 in hard copy format.*

#### **2. Other coordination efforts between the PHA and TANF agency (select all that apply)**

- ☒ Client referrals  
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)  
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
☐ Jointly administer programs  
☐ Partner to administer a HUD Welfare-to-Work voucher program  
☐ Joint administration of other demonstration program  
☐ Other (describe)

## B. Services and programs offered to residents and participants

### (1) General

#### a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☒ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☒ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☒ Other policies (list below)

#### b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Investment Center and Family Self- Sufficiency Programs</i>	<i>42</i>	<i>Voluntary</i>	<i>Through FIC, Inc.</i>	<i>Both</i>

**(2) Family Self Sufficiency program/s**

*See FIC/FSS Table presented earlier.*

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.

*As appropriate*

- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

*The SHA's Community Service Policy is provided as Electronic Attachment "MA055b02".*

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

***The Salem Housing Authority is a high performing PHA and is not required to complete the Component 13 section. However, the Salem Housing Authority works closely with the Salem Police Department to ensure a safe and secure living environment for SHA residents. In developing policies and procedures, the SHA will, on an ongoing basis, promote initiatives that will support the safety and security of SHA residents. Additionally, refer to Hard Copy Attachment 9 for SHA RASS Information and Follow-Up Plan.***

#### **A. Need for measures to ensure the safety of public housing residents**

##### **1. Describe the need for measures to ensure the safety of public housing residents**

(select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

##### **2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).**

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*The SHA's Pet Policy is provided as an Electronic Attachment.*



## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

*Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.*

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

*The Salem Housing Authority is a high performing PHA and is not required to complete the Component 17 section.*

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes\* ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

**\* Comments were supportive of SHA Year 2 Plan.**

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

☒ Attached at Attachment **(Electronic File “MA055b06”)**

☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:

☐ Other: (list below)

## B. Description of Election process for Residents on the PHA Board

*The Mayor of Salem, based on the submission of three names by the President of the Citywide Resident Organization, appoints a SHA resident to the SHA Board of Commissioners.*

*The term of the current resident member of the Board of Commissioners expires in February 2005.*

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.) (***Please see statement above***)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) (***Please see statement above***)

### 3. Description of Resident Election Process

#### a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Any adult recipient of PHA assistance could nominate candidates
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe)

*The Mayor of Salem, based on the submission of three names by the President of the Citywide Resident Organization, appoints a SHA resident to the SHA Board of Commissioners.*

#### b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☒ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

*The Mayor of Salem, based on the submission of three names by the President of the Resident Organization, appoints a SHA resident to the SHA Board of Commissioners.*

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*The City of Salem supports the Salem Housing Authority through close cooperation and support in its initiatives, and through \$10,000 in CDBG funds.*

### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### **Electronic File Attachments**

**Attachment 1 (File “MA055b01”): FY 2001 Capital Fund Program Annual Statement and Five-Year Action Plan.**

**Attachment 2 (File “MA055b02”): SHA’s Community Service Policy.**

**Attachment 3 (File “MA055b03”): FY 2000 Capital Fund Program Performance and Evaluation Report.**

**Attachment 4 (File “MA055b04”): Progress Report for Year 1 Agency Plan.**

**Attachment 5 (File “MA055b05”): Names and Addresses of Year 2 RAB Members.**

**Attachment 6 (File “MA055b06”): RAB and Public Hearing Comments.**

### **Hard Copy File Attachments**

**Attachment 7: SHA’s MOA with Local TANF Agency.**

**Attachment 8: SHA’s Pet Policy—Resubmitted to HUD as Electronic Attachment.**

**Attachment 9: SHA RASS Information and Follow-Up Plan.**

### **Certifications**

**Certification 1: PHA Plan Certification.**

**Certification 2: Consolidated Plan Certification.**

**Certification 3: HUD-50070 Drug-Free Workplace Certification.**

**Certification 4: SF-LLL Disclosure of Lobbying Certification.**

**Certification 5: HUD-50071 Certification of Payments to Influence Federal Transactions.**







**SALEM HOUSING AUTHORITY**  
**PET POLICY GUIDELINES FOR RESPONSIBLE COMPANION PET OWNERSHIP**  
**FOR THE ELDERLY AND HANDICAPPED IN STATE-AIDED HOUSING AND**  
**FEDERAL PUBLIC HOUSING**

These policy guidelines are to assist in meeting the needs of pets, pet owning tenants, non-pet owning tenants, and Salem Housing Authority responsibilities in the pursuit of health, happiness and peaceful co-existence in a community atmosphere.

**GUIDELINES**

1. Any resident interested in owning and/or maintaining a common household pet in his/her unit will be required to obtain written approval from the Salem Housing Authority **prior** to housing a pet on the Salem Housing Authority's property. Management reserves the right to check references for previous pet ownership. If management feels a pet is inappropriate, management will inform resident. Permission for a specific pet will not be unreasonably withheld. To obtain approval, a resident must first submit an "Application for Pet Ownership" at the Salem Housing Authority office which will include among other things, information concerning the size and type of pet intended for ownership by the resident. The manager will provide the resident with a copy of the Salem Housing Authority's Pet Policy and will review all of the rules and regulations listed therein with the resident. Upon approval of an application by the Salem Housing Authority, the tenant shall sign a pet rider to the lease and agree to abide by all the rules listed in the Pet Policy and those city/town ordinances applicable to the ownership and care of a pet. Following approval of an application and prior to keeping the pet, the tenant shall post the requisite security deposit with the Salem Housing Authority.

In the event the Salem Housing Authority denies an application for pet ownership, the tenant will be notified in writing of the reason for denial and the tenant's right to appeal to the Department pursuant to State or Federal regulations.

2. A companion animal will be defined as a domesticated animal of a species that is commonly kept as a household pet in the community. A cat, dog, gerbil or hamster is an example of a domesticated animal which is commonly kept as a household pet. A monkey or snake is an example of an animal which is not commonly kept as a household pet in the community. A service animal which is specially trained to assist an individual with a disability in specific activities of daily living (for example, a dog guiding individuals with impaired vision or alerting individuals with impaired hearing) is not considered a pet for which permission to keep is required when it is kept in a safe and sanitary manner by an individual with a disability to whom the animal gives necessary assistance in activities of daily living; a service animal shall be considered a pet in computing the number of pets kept. Caged birds, which are not considered pets for which permission to keep is required.
3. There will be no more than one cat or dog or caged mammal per apartment. A maximum of two birds may be permitted and in the case of fish, no more than one aquarium with a 20 gallons capacity shall be allowed.
4. The mature size of newly acquired dogs is limited to a weight not to exceed 40 pounds. The size of a dog is not directly related to its desirability as a resident. Each animal shall be taken into consideration for its individual merit, based upon the facilities available.
5. Dogs of vicious, or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens, applications for ownership of such young animals shall be more closely reviewed prior to approval.
6. All female dogs over the age of six months and all female cats over the age of five months must be spayed. All male dogs over the age of eight months and all male cats over the age of ten months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and the exception will be at the Executive Director's discretion.
7. Management reserves the right to require dog owners to relocate to a comparable unit on the ground floor of their building based upon written complaints concerning:
  - 1) the behavior of the dog in the elevator or hallways;
  - 2) the documented medical conditions of residents affected by the presence of the dog.

8. Residents are expressly prohibited from feeding or harboring stray animals. The feeding or harboring of a stray animal shall constitute having a pet without the approval of the Authority.

#### **RESIDENT OBLIGATIONS**

1. The pet owner will be responsible for proper pet care - good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and collar when outside unit.
2. The pet owner is responsible for cleaning up after pet inside the apartment and anywhere on development property. A "pooper scooper" and disposable plastic bags should be carried by owner. All waste will be bagged and disposed of in a receptacle determined by management. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet as blockages will occur. Tenants will be responsible for the cost of repairs or replacement of any damaged toilets or pipes.
3. Pet blankets and bedding are not to be cleaned or washed in the laundry room for hygienic reasons.
4. The pet owner will keep the unit and its patio, if any, clean and free of pets odors, insects infestation, waste and litter and maintain the unit in a sanitary condition at all times.
5. The pet owner will restrain and prevent pet from gnawing, chewing, scratching or otherwise defacing doors, walls, windows and floor coverings of the unit, other units and common areas, as well as shrubs and landscaping of the facility.
6. Pets are not to be tied outside or left unattended on a patio or porch.
7. Residents will not alter their unit, patio, or other outside areas to create an enclosure for an animal.
8. Pets will be restrained at all times, when outside apartment on development property. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas. All pet owners must be able to control their pets via leash, pet carrier or cage.

9. Visitors with pets will be allowed as long as they notify management and generally conform to the policy's guidelines.
10. Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other residents. A pet should not create a nuisance to neighbors with excessive barking, whining, chirping, or other unruly behavior.
11. Resident pet owners must provide litter boxes for cat waste which must be kept in the owner's unit. Litter boxes shall be kept clean and odor free.
12. Pet owners will agree to quarterly apartment inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the Salem Housing Authority's discretion. Pet owners further agree to apartment inspections when, in the opinion of the Authority, there is a reasonable basis to believe that pets and/or units are not being cared for properly or that undue damage to the apartment has been done by a pet.
13. The resident is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder:
  - a) a color photo and identifying description of the pet;
  - b) attending veterinarian's name, address and telephone number;
  - c) veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline VRC, feline leukemia testing and other inoculations when applicable;
  - d) dog licensing certificate in accordance with local and state laws;
  - e) two (2) alternate caretakers, their names, addresses and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the Lease Pet Rider acknowledging their responsibilities as specified;
  - f) emergency boarding accommodations;
  - g) temporary ownership (overnight or short term) shall be registered with Salem Housing Authority under the pet rule and regulations.

The resident is responsible for keeping management informed of any change of information.

### **MANAGEMENT RESPONSIBILITIES**

1. Establishment of a Pet Committee consisting of animal owners, non-animal owners, local interested humane groups and veterinarians, their staff, and volunteers who have knowledge of animal issues, for in-house pet ownership management.
2. Specific instructions for disposal of pet waste and kitty litter must be posted in each building.
3. The Salem Housing Authority shall post the rules and regulations of pet ownership and maintenance and enforcement, including any changes thereto, in the management office of each housing development which it owns and shall inform all registered pet owners of any changes in such rules and regulations as approved by DHCD and HUD.
4. Proper record keeping of: owner's and pets pertinent information, pet participation fee, deposits, apartment inspections, investigation of complaints, and issuing of warning, billing for damages, scheduling for repairs, etc.
5. Declawing of cats should not be required by Salem Housing Authority. As the pet owner is fully liable for all destruction to property, management should not anticipate the possibility of damage and request this very painful procedure.
6. All written complaints shall be referred to the Pet Committee for resolution. No credence shall be given by the Pet Committee to verbal or unsigned complaints. Salem Housing Authority will also inform the resident of any other rule infractions and will duly notify the Pet Committee for attempted resolution.
7. Upon second notice of a written legitimate complaint from the Pet Committee to the resident, the resident shall be advised that a further notice shall be cause for termination of the pet rider provision; except that in the case of a serious problem, e.g. a vicious dog, this procedure may be shortened in the interest of public safety.

### **PET PARTICIPATION FEE**

1. A pet deposit of \$160.00 or one month's rent, whichever is less, is required of each pet owner. This amount may be payable over a time period determined by the Executive Director. The Authority cannot require a tenant to pay all of the deposit before bringing in a pet. This payment will be implemented as a security deposit.

2. The deposit will be refunded at the time the resident vacates or no longer has ownership of the pet, provided that no pet-related damage has been done to the property. Sums necessary to repair such damage will be deducted from the deposit.
3. A fee, in graduating amounts, not to exceed \$10.00, shall be collected from pet owners failing to clean up after their animals.

#### **LIABILITY OF PET OWNER FOR DAMAGE OR INJURY**

1. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by tenant's pet.
2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by presence of pet.
3. Charges for damage will include materials and labor. Payment plans will be negotiated between management and the pet owner. Disputes concerning amount of damages are subject to the grievance procedures provided for in DHCD and HUD regulations.
4. Salem Housing Authority may require pet owners to secure renters insurance which includes personal liability and indemnify the Salem Housing Authority against pet-related litigation or attorneys' fees as a condition of pet ownership.

#### **PET COMMITTEE**

1. Salem Housing Authority has established a Pet Committee that is responsible for resolving complaints which may arise at each development. The following persons have been appointed to the Salem Housing Authority Pet Committee:
  - a) Barbara Szymanski - Salem Housing Authority Representative
  - b) Donald Famico - Pet Officer
  - c) John Febonio - Tenant Representative
2. The purpose of the committee is to alleviate the Salem Housing Authority involvement with tenant's questions and complaints concerning companion animals. The committee should also monitor how the ownership of pets affects the quality of life for both pet-owning tenants and non-pet owning tenants and report any recommendations to management.

3. The committee could assist tenants with the following:

- veterinary care - discounts for seniors and pets, low-cost spaying and neutering
- pet behavior consultant for obedience problems
- local humane societies that would assist with any problems arising in the facility
- information on proper pet care and responsible pet ownership
- will notify management of any unresolved complaints

#### **RESOLUTION OF COMPLAINTS**

1. The Pet Committee shall accept and attempt to resolve any complaints made concerning a pet by any resident of elderly/handicapped housing. The committee will be the first line of complaint receipt as well as complaint resolution. Written complaints will be made to the pet committee which will approach the pet owner about such complaints and attempt to reach a resolution with the pet owner.

The pet committee shall work in locating and using resources to help tenants and management in the solution of pet problems.

#### **PET GRIEVANCE PROCEDURE**

If the pet committee fails to resolve a matter or if the pet owner or a complaining party is dissatisfied with the pet committee's resolution they may file a grievance regarding a pet under the grievance procedure in effect for the development in which the pet is kept.

#### **PROTECTION OF PET**

1. Identification cards, carried in purse or wallet, naming veterinarian and caretaker should be with the pet owner at all times. In the event of a sudden illness or accident, attending authorities would notify the Salem Housing Authority to assist the pet and avoid delay in proper care of the animal.
2. No pet is to remain unattended, without proper care, for more than 24 hours, except in the case of a dog which shall be no more than 12 hours.
3. If the health or safety of a companion animal is threatened by incapacity or death of the owner, the Pet Committee and/or Salem Housing Authority will contact the caretakers designated by the resident.



### **REMOVAL OF PET**

1. If caretakers are unable or unwilling to assume responsibility for the pet and resident is unable to locate alternates, the Salem Housing Authority may enter the premises, remove the pet, and arrange for pet care for no less than ten days to protect the pet. Funds for such care will come from the resident's pet deposit. The Salem Housing Authority may contact the Massachusetts Society for the Prevention of Cruelty to Animals or other suitable humane society for assistance in providing alternate arrangements for the care of the pet if the caretaker cannot be located.
2. Termination of Lease proceedings may be instituted if the Pet Owner is in violation of these guidelines which the pet owner has agreed to abide by in signing the pet rider attached to the lease. Termination of Lease proceedings may also be instituted if the pet owner has been warned three times by the Pet Committee.

### **AMENDMENTS TO GUIDELINES**

These Guidelines may be amended from time to time with the agreement of HUD and DHCD.

10/01/95  
rev.07/24/01

ldfedpetpolicy

**Annual Statement/2001**  
**Performance and Evaluation Report**  
**Part I: Summary**  
**Capital Fund Program**

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

**MA055**

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

PHA Name: <b>Salem Housing Authority</b>				Capital Fund Grant Number <b>MA06P05550101</b>		FFY Grant Approval <b>2001</b>	
<div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Original Annual Statement  <input type="checkbox"/> Performance and Evaluation Report for Program Year Ending </div> <div> <input type="checkbox"/> Reserve for Disasters/Emergencies  <input type="checkbox"/> Final Performance and Evaluation Report </div> <div> <input type="checkbox"/> Revised Annual Statement/Revision Number </div> </div>							
Line No.	Summary By Development Account	Total Estimated Cost		Actual Cost (2)			
		Original	Revised (1)	Obligated	Expended		
1	Total Non-CGP Funds	0	0	0	0		
2	1406 Operations (May not exceed 10% of line 20)	0	0	0	0		
3	1408 Management Improvements (20%)	0	0	0	0		
4	1410 Administration (10%)	0	0	0	0		
5	1411 Audit	0	0	0	0		
6	1415 Liquidated Damages	0	0	0	0		
7	1430 Fees and Costs	0	0	0	0		
8	1440 Site Acquisition	0	0	0	0		
9	1450 Site Improvement	0	0	0	0		
10	1460 Dwelling Structure	57,813	0	0	0		
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0		
12	1470 Nondwelling Structures	0	0	0	0		
13	1475 Nondwelling Equipment	0	0	0	0		
14	1485 Demolition	0	0	0	0		
15	1490 Replacement Reserve	0	0	0	0		
16	1492 Moving to Work Demonstration	0	0	0	0		
17	1495.1 Relocation Costs	0	0	0	0		
18	1498 Mod Used for Development	0	0	0	0		
19	1502 Contingency (May not exceed 8% of line 19)	0	0	0	0		
20	Amount of Annual Grant (Sum of Lines 2-18)	57,813	0	0	0		
21	Amount of Line 20 Related to LBP Activities	0	0	0	0		
22	Amount of Line 20 Related to Section 504 Compliance	0	0	0	0		
23	Amount of Line 20 Related to Security	0	0	0	0		
24	Amount of Line 20 Related to Energy Conservation	0	0	0	0		
Signature of Executive Director and Date  X				Signature of Public Housing Director & Date  X			

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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Facsimile form HUD-52837 (9/98) ref. Handbook 7485.3 (Previous edition is obsolete)

(2) To be completed for the Performance and Evaluation Report.

Page 1 of 3

**Annual Statement/2001**  
**Performance and Evaluation Report**

**Part II: Supporting Pages**  
Capital Fund Program

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

**MA055**  
OMB Approval No. 2577-0157 (exp. 3/31/2002)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost			Funds Obligated (2)	Funds Expended (2)	Status of Proposed Work (2)
			Original	Revised (1)	Difference			

<b><u>MA 55-3</u></b>	Envelope Repairs @ 290 Essex St. and 5 Barton Sq.	1460	\$57,813						
<b><u>MA 55-7</u></b>	See Years 2-5								
<b><u>TOTAL</u></b>			<b>\$57,813</b>						
Signature of Executive Director and Date					Signature of Public Housing Director & Date				
X					X				



Annual Statement/2001  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Capital Fund Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

MA055  
OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Development Number/  Name HA-Wide Activities	All Funds Obligated End of Quarter			All Funds Expended End of Quarter			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

MA 55-3	9/30/03			9/30/04			
Signature of Executive Director and Date  X				Signature of Public Housing Director & Date  X			





# Five Year Action Plan 2001–2005

## Part I: Summary

Capital Fund Program

U.S. Department of Housing

and Urban Development

Office of Public and Indian Housing

MA055

OMB Approval No. 2577-0157 (Exp. 7/31/98)

PHA/IHA Name: <b>Salem Housing Authority</b>		Locality (City/County & State) <b>Salem, Massachusetts</b>				<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	
A	Development Number/Name	Work Year 1 FFY 2001	Work Year 2 FFY 2002	Work Year 3 FFY 2003	Work Year 4 FFY 2004	Work Year 5 FFY 2005	FFY Development Meets Standards
	MA 55-3	<b>See  Annual  Statement</b>	\$30,647	\$15,000	\$20,469	\$15,000	2005
	MA 55-7		\$9,822	\$25,469	\$20,000	\$25,469	2005
B	Physical Improvements Subtotal		\$40,469	\$40,469	\$40,469	\$40,469	
C	Management Improvements		\$11,563	\$11,563	\$11,563	\$11,563	
D	HA-Wide Nondwelling Structures & Equipment		0	0	0	0	
E	Administration		\$5,781	\$5,781	\$5,781	\$5,781	
F	Other		0	0	0	0	
G	Operations		0	0	0	0	
H	Demolition		0	0	0	0	
I	Replacement Reserve		0	0	0	0	
J	Mod Used for Development		0	0	0	0	
K	Total CFP Funds		\$57,813	\$57,813	\$57,813	\$57,813	
L	Total Non-CFP Funds		0	0	0	0	
M	Grand Total		\$57,813	\$57,813	\$57,813	\$57,813	
Signature of Executive Director and Date				Signature of Public Housing Director/ Office of Native American Programs Administrator and Date			
X				X			

Facsimile form HUD-52834 (10/96)

ref. Handbook 7485.3

Five Year Action Plan 2001–2005

Part II: Supporting Pages

Physical Needs Work Statement(s)  
Capital Fund Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

MA055

OMB Approval No. 2577–0157 (exp. 7/31/98)

Work Year 1 FFY 01	Work Year 2 FFY 2002		Work Year 3 FFY: 2003		Work Year 4 FFY: 2004		Work Year 5 FFY: 2005	
	Development Number/ Name/ Major Work Category	Estimated Costs	Development Number/ Name/ Major Work Category	Estimated Costs	Development Number/ Name/ Major Work Category	Estimated Costs	Development Number/ Name/ Major Work Category	Estimated Costs

See Annual Statement	<b><u>MA 55-3</u></b>  Envelope Repairs @ 290 Essex St.	\$30,647	<b><u>MA 55-3</u></b>  Replace Compactor @ 290 Essex St.	\$15,000	<b><u>MA 55-3</u></b>  Paint 14 Units @ 290 Essex St.	\$20,469	<b><u>MA 55-3</u></b>  Replace Compactor @ 5 Barton Sq.	\$15,000
	<b><u>MA 55-7</u></b>  Exterior Painting @ 73 Boston St.	\$9,822	<b><u>MA 55-7</u></b>  Replace Boiler @ 2 Hathorne Crescent	\$4,000	<b><u>MA 55-7</u></b>  Replace Vinyl Siding and Add Shutters @ 122 1/2 Boston St.	\$20,000	<b><u>MA 55-7</u></b>  Replace Walkway Surround @ 2 Hathorne Crescent	\$7,000
			Replace Kitchen Cabinets @ 122 1/2 Boston St.	\$5,000			<u>73 Boston St. (4 Items)</u> 1. Replace Kitchen Cabinets/Linoleum	\$12,469
			Replace Windows @ 73 Boston St.	\$16,000			2. Replace Bathroom Vanities	\$2,000
			Replace 1 Hot Water Heater @ 122 1/2 Boston St.	\$469			3. General Masonry 4. Replace Wood in Windows with Brick	\$3,000 \$1,000
subtotals		\$40,469		\$40,469		\$40,469		\$40,469

Five Year Action Plan 2001–2005

Part III: Supporting Pages

Management Needs

Capital Fund Program

U.S. Department of Housing  
and Urban Development

Office of Public and Indian Housing

MA055

OMB Approval No. 2577–0157 (exp. date 7/31/98)

Work Year 1 FFY 2001	Work Year 2    FFY: 2002		Work Year 3    FFY: 2003		Work Year 4    FFY: 2004		Work Year 5    FFY: 2005	
	Development Number/ Name/ Major Work Category	Estimated Costs	Development Number/ Name/ Major Work Category	Estimated Costs	Development Number/ Name/ Major Work Category	Estimated Costs	Development Number/ Name/ Major Work Category	Estimated Costs

See Annual Statement	<b><u>HA-Wide</u></b>		<b><u>HA-Wide</u></b>		<b><u>HA-Wide</u></b>		<b><u>HA-Wide</u></b>	
	Management Improvements-Consultant Technical Assistance (20% CFP)	\$11,563	Management Improvements-Consultant Technical Assistance (20% CFP)	\$11,563	Management Improvements-Consultant Technical Assistance (20% CFP)	\$11,563	Management Improvements-Consultant Technical Assistance (20% CFP)	\$11,563
	Administration (10% CFP)	\$5,781	Administration (10% CFP)	\$5,781	Administration (10% CFP)	\$5,781	Administration (10% CFP)	\$5,781
	Subtotal of Estimated Cost	\$17,344		\$17,344		\$17,344		\$17,344



**Effective October 1, 2001**

## **Salem Housing Authority**

### **Community Service Policy for Federal Family Housing**

Pursuant to Section 12 (c) of the U. S. Housing Act of 1937 and CFR 24 Sections 960.6 and 7, the Salem Housing Authority establishes the following Community Service Policy for its Federal Family Housing.

#### **Community Service Requirement:**

- (a) Except for any family member who is an exempt individual as defined below, each adult resident of public housing between the ages of 18 and 62 must:
  - (1) Contribute 8 hours per month of community service (not including political activities); or
  - (2) Participate in an economic self-sufficiency program for 8 hours per month; or
  - (3) Perform 8 hours per month of combined activities as described in paragraphs (a)(1) and (a)(2) of this section.
- (b) Family violation of service requirement. With reference to the Community Service requirement, the SHA's lease will specify that it shall be renewed, unless the family fails to comply with the Community Service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of each twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term. Regulations do allow for a cure, as described below, for individuals who fail to properly comply with this requirement during their first year of coverage. Individuals or households who fail to meet the standards of the cure will be subject to termination from the housing program.
- (c) Unless each adult in the households is exempt from the requirement, non-compliance with the Community Service requirement is considered grounds for termination from the program and an eviction process to be initiated against the entire household. Each household that fails to comply with the requirement is entitled to a grievance hearing as described in SHA's Grievance Procedure.
- (d) The SHA and other sites authorized by the SHA can be sites where the community service requirements under the regulation can be served, contingent on approval by the SHA, and full compliance with the record-keeping and reporting requirements.



## **Community Service Program Administration:**

The Salem Housing Authority will administer the Community Service requirements according to the following procedures:

- (1) The Housing Authority will require each adult household member between the age of 18 and 62 to certify to his or her status as exempt or not exempt to the Community Service requirement at lease-up and at each annual recertification. This will include all individuals with a disability.
- (2) Households that have chosen flat rents and who therefore do not need recertify each year (households subject to Flat Rent only recertify every three years) will still need to have each adult household member certify to their exempt status or verify compliance on an annual basis.
- (3) The Housing Authority will provide a written description of the Community Service requirement, and of the process for claiming status as an exempt person and SHA process for verification of such status. SHA will notify the family if it determines that any member claiming exemption is not entitled to that exemption. Unless contacted by SHA, individuals certifying to their exemption should assume that they are exempt. However, individuals who intentionally misrepresent their status in order to obtain the exemption will be subject to removal from the program for program fraud and not for non-compliance with the Community Service requirement.
- (4) In order for an individual to be exempt from the community service requirements because he/she is "engaged on work activities", the person must be participating in an activity that meets one of the following definitions of "work activity" as found in section 407(d) of the Social Security Act (42 U.S.C. 607(d)):
  - a. Unsubsidized employment
  - b. Subsidized private-sector employment
  - c. Subsidized public-sector employment
  - d. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available
  - e. On-the-job-training
  - f. Job-search and job-readiness assistance
  - g. Community service programs
  - h. Vocational educational training (not to exceed 12 months with respect to any individual)
  - i. Job-skills training directly related to employment
  - j. Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency

- k. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such a certificate
- l. The provision of childcare services to an individual who is participating in a community service program

In addition, any household member over age 62 is considered exempt upon proof of age. Household members, for whom the Authority already has documentation of age, no verification will be required. Individuals for whom SHA has no proof of age over 62 must provide documentation in the form of a birth certificate.

- (5) The Housing Authority will provide each family covered by the Community Service requirement with a list of entities that have expressed interest to the Authority in working with individuals covered by the Community Service requirement. The covered individual is not bound by this list and may make any arrangement that meets the regulatory standards. The Authority will not take an active role in the placement of any individual covered by the Community Service requirement.
- (6) The Housing Authority will verify that all selected sites meet the regulatory requirements and authorize placements.
- (7) As part of the annual recertification process, the Housing Authority will review family compliance with Community Service requirements. This will require that each covered individual provide a point of contact for third party verification of compliance. Verification must be completed at least 30 days prior to the end the twelve-month lease term. The Housing Authority will retain reasonable documentation of Community Service performance or exemption in each household's file.
- (8) Given the specific language in the statute, a minimum of eight (8) hours per month is required and community service agencies will be required to certify to the 8 hours per month as part of the annual verification process. SHA will not consider additional hours above and beyond eight (8) per month to be fungible and therefore that they can be used to make up for a month in which no hours of community service were performed.
- (9) The Housing Authority will comply with non-discrimination and equal opportunity requirements listed at Sec. 5.105(a) of this title.

- (10) If the Housing Authority determines that there is a family member who is required to fulfill a Community Service requirement, but who has violated this family obligation (noncompliant resident), the SHA will notify the head of household of this determination. The Housing Authority will briefly describe the noncompliance and state that the SHA will not renew the lease at the end of the twelve month lease term unless:
- a. The tenant, and any other noncompliant resident, enter into a written agreement with the SHA, in the form and manner required by the SHA, to cure such noncompliance, and in fact cure such noncompliance in accordance with such agreement; or
  - b. The family provides written assurance satisfactory to the SHA that the tenant or other noncompliant resident no longer resides in the unit.
- (11) The Housing Authority will inform the individual that the tenant may request a grievance hearing on SHA's determination, in accordance with 24 CFR 966, subpart B, and that the tenant may exercise any available judicial remedy to seek timely redress for the SHA's non-renewal of the lease because of such determination.
- (12) For those households found to be in violation of the Community Service requirement, there are two options to which the household can agree and which will "toll" the eviction process. The Housing Authority will not renew the lease upon expiration of the term unless either one of the two following conditions are met:
- a. The tenant, and any other noncompliant resident, enter into a written agreement with the SHA, in the form and manner required by the SHA, to cure such noncompliance by completing the additional hours of Community Service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the new lease; or
  - b. All members of the family who were subject to the Community Service requirement but did not comply or are no longer residing in the unit. Should it come to the attention of SHA that a family removed from the lease in order to remove the possibility of lease non-renewal is in fact residing in the unit, SHA will pursue an eviction on the basis of program fraud.

**Prohibition against replacement of SHA employees:**

- (1) In implementing the Community Service requirement, the Housing Authority will not substitute Community Service or self-sufficiency activities performed by residents for work ordinarily performed by Housing Authority employees.

**Annual Statement/2000**  
**Performance and Evaluation Report**  
**Part I: Summary**  
**Capital Fund Program**

**U.S. Department of Housing**  
**and Urban Development**  
**Office of Public and Indian Housing**

**MA055**

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

PHA Name: <b>Salem Housing Authority</b>	Comprehensive Grant Number	FFY Grant Approval <b>2000</b>
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☐ Original Annual Statement   ☐ Reserve for Disasters/Emergencies   ☒ Revised Annual Statement/Revision Number **1**  
☒ Performance and Evaluation Report for Program Year Ending **9/30/01 (as of 6/12/01)**   ☐ Final Performance and Evaluation Report

Line No.	Summary By Development Account	Total Estimated Cost		Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	0	0	0	0
2	1406 Operations (May not exceed 10% of line 20)	0	0	0	0
3	1408 Management Improvements (20%)	11,346	0	0	0
4	1410 Administration (10%)	5,673	0	0	0
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	0	0	0	0
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structure	39,712	56,731	56,731	0
11	1465.1 Dwelling Equipment - Nonexpendable	0	0	0	0
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1498 Mod Used for Development	0	0	0	0
19	1502 Contingency (May not exceed 8% of line 19)	0	0	0	0
20	Amount of Annual Grant (Sum of Lines 2-18)	56,731	56,731	56,731	0
21	Amount of Line 20 Related to LBP Activities	0	0	0	0
22	Amount of Line 20 Related to Section 504 Compliance	0	0	0	0
23	Amount of Line 20 Related to Security	0	0	0	0
24	Amount of Line 20 Related to Energy Conservation	7,000	0	0	0

Signature of Executive Director and Date

X

Signature of Public Housing Director & Date

X

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(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Facsimile form HUD-52837 (9/98) ref. Handbook 7485.3 (Previous edition is obsolete)

(2) To be completed for the Performance and Evaluation Report.

Page 1 of 3

**Annual Statement/2000**  
**Performance and Evaluation Report**

**Part II: Supporting Pages**  
Capital Fund Program

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing

**MA055**  
OMB Approval No. 2577-0157 (exp. 3/31/2002)

Development Number/ Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost			Funds Obligated (2)	Funds Expended (2)	Status of Proposed Work (2)
			Original	Revised (1)	Difference			

<b>MA 55-3</b>	<u>290 Essex St./5 Barton Sq.</u>							
	Replace Enunciator Panels	1460	\$3,000	\$0	-\$3,000	\$0	\$0	
	<u>Barton Square</u>							
	Complete On-Going Repairs	1460	\$0	\$56,731	+\$56,731	\$56,731	\$0	Pending
<b>MA 55-7</b>	<u>2 Hathorne Crescent</u>	1460	\$8,000	\$0	-\$8,000	\$0	\$0	
	Replace Roof	1460	\$7,000	\$0	-\$7,000	\$0	\$0	
	Replace Windows	1460	\$2,500	\$0	-\$2,500	\$0	\$0	
	Replace Back Stairs	1460	\$200	\$0	-\$200	\$0	\$0	
	Replace Awning	1460	\$1,000	\$0	-\$1,000	\$0	\$0	
	Replace Bulkhead							
	<u>73 Boston St.</u>	1460	\$8,512	\$0	-\$8,512	\$0	\$0	
	Replace All Decking							
	<u>122 1/2 Boston St.</u>	1460	\$4,000	\$0	-\$4,000	\$0	\$0	
	Replace Back Decks							
	<u>121 1/2 Bridge St.</u>	1460	\$2,500	\$0	-\$2,500	\$0	\$0	
	Replace Front Decks and Rails							
	Paint Front/Back Halls; Replace Linoleum	1460	\$3,000	\$0	-\$3,000	\$0	\$0	
<b>HA-WIDE</b>	Consultant Assistance with Agency Plan and New QHWRA Requirements	1408	\$11,346	\$0	-\$11,346	\$0	\$0	
	Administration	1410	\$5,673	\$0	-\$5,673	\$0	\$0	
Signature of Executive Director and Date				Signature of Public Housing Director & Date				
X				X				





Annual Statement/2000  
Performance and Evaluation Report  
Part III: Implementation Schedule  
Capital Fund Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

MA055  
OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Development Number/  Name HA-Wide Activities	All Funds Obligated End of Quarter			All Funds Expended End of Quarter			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	

MA 55-3	9/30/01	5/31/01	5/31/01	9/30/02	9/30/01		
Signature of Executive Director and Date				Signature of Public Housing Director & Date			
X				X			



# **Salem Housing Authority**

## **Year 1 (FFY 2000) Agency Plan Progress Report**

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- 1. Implemented a flat rent structure in Year 1. The flat rents adopted in Year 1 will continue for Year 2.**
- 2. During Year 1, the SHA revised its Section 8 Payment Standard from 100% to 110% of FMR to increase housing choices for voucher participants. This 110% Payment Standard will continue during Year 2.**
- 3. During Year 1, the SHA received High Performer status from HUD with a PHAS score of 95.4.**
- 4. During Year 1, the SHA revised its Federal Admissions and Continued Occupancy Policy (ACOP) to comply with QHWRA and Agency Plan requirements.**
- 5. During Year 1, the SHA revised its Section 8 Administrative Plan to comply with QHWRA and Agency Plan requirements.**
- 6. The SHA adopted the HUD mandatory phased income disregard in Year 1. As applicable to existing and eligible resident households, this disregard will continue in Year 2.**

# **Salem Housing Authority**

## **Year 2 Resident Advisory (RAB) Board Members**

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1. John Camarda, 190 Lafayette St., Salem, MA.
2. Bob Jalbert, 27 Charter St. # 1204, Salem, MA.
3. John J. Ward, 12 Pope St., Apt. B101, Salem, MA.
4. Mary D. Therault, 278 Lafayette St., Apt. 5, Salem, MA.
5. Captain Richard Allen Rusk.

# Salem Housing Authority

## Year 2 RAB and Public Hearing Comments

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### A. RAB Comments

**The first meeting of the RAB to review the SHA's Year 2 HUD Agency Plan was held on June 12, 2001.**

Members of the RAB had been provided copies of the Draft prior to the meeting. Additional copies were provided at the meeting for Residents who had not brought their copies. In attendance were the following Resident Members of the RAB: John Camarda, 190 Lafayette St., Salem, MA; Bob Jalbert, 27 Charter St. # 1204, Salem, MA; and John J. Ward, 12 Pope St., Apt. B101, Salem, MA. In attendance representing the Salem Housing Authority were Lorri DeFrancesco, Rental Manager, and Jacqueline Guzman, Federal Programs Administrator. The RAB meeting was chaired by Ian E. Tink, Consultant, on behalf of BC Stewart & Associates and the Salem Housing Authority.

The entire Year 2 HUD Agency Plan Draft was reviewed. RAB members noted that there were not a lot of changes from the previous year's Plan. Each of the changes that had been made were highlighted and discussed in detail. All members of the RAB made general comments that they supported the changes in the Year 2 Draft, and that they felt that the SHA was operating effectively.

**The second meeting of the RAB was held on July 10, 2001.**

In attendance were the following Resident Members of the RAB: John J. Ward, 12 Pope St., Apt. B101, Salem, MA; Mary D. Therault, 278 Lafayette St., Apt. 5, Salem, MA; and Captain Richard Allen Rusk. In attendance representing the Salem Housing Authority were Lorri DeFrancesco and Jacqueline Guzman. The RAB meeting was chaired by Ian E. Tink, Consultant, on behalf of BC Stewart & Associates and the Salem Housing Authority.

The meeting was opened up to comments from RAB Members. Initially, all discussion involved individual rental circumstances and questions by Residents concerning rent determinations. The Chair then, at the request of the RAB Members reviewed each of the changes from the Year 1 to the Year 2 Draft HUD Agency Plan. There was general discussion among RAB Members concerning the effective operation of the SHA and their support for each of the changes in the Plan. **Each of the RAB Members were invited to make formal oral or written comments. All RAB Members declined.**

### B. Public Hearing Comments

The Public Hearing was held on July 23, 2001 at 6:00 PM. In attendance representing the SHA and its Consultant, BC Stewart & Associates (BCSA), were Carol MacGown (SHA), Jacqueline Guzman (SHA), Ian E. Tink (BCSA), and Bernard C. Stewart Jr. (BCSA). **Nobody attended the Public Hearing; therefore, there were no additional comments on the SHA's Year 2 Plan.**